

**Financial Aid Specialist
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=268646>

Downloaded On: Nov. 24, 2025 2:38pm

Posted Nov. 24, 2025, set to expire Dec. 11, 2025

Job Title Financial Aid Specialist
Department Financial Aid
Institution Cabrillo College
Aptos, California

Date Posted Nov. 24, 2025

Application Deadline 12/11/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Financial Aid

Apply Online Here <https://apptrkr.com/6743664>

Apply By Email

Job Description

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Financial Aid Specialist

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2025-02057

Closing: 12/11/2025 11:59 PM Pacific

Location: Aptos, CA

Department:

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Financial Aid

Please apply for this job directly on the Cabrillo College job opportunities page [here](#).

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

This **full-time, 12-months per year** position performs technical duties related to the review and processing of student financial aid information; provides information, assistance and reviews student financial aid applications; performs departmental administrative support duties; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. For the 2024 Academic Year, 61% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (50%), Multi Ethnic (6%), Asian (3%), Black Non-Hispanic (1%), Filipino (<1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

COMPENSATION AND BENEFITS:

Starting Salary Range: \$4,568 to \$5,288 per month; plus 5% annual increases up to step 7, maximum initial salary step placement on the [classified salary schedule](#) is step 4. Full-time (40 hours per week) assignment, 12 months per year. Monday through Friday, 8:00 a.m. - 5:00 p.m. with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued district and categorical funding and Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits:

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Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the Benefits [link](#) on the HR webpage for more information.

Work-Life Balance: This opportunity is a full-time assignment, months per year. [Classified employee benefits include:](#)

- Twelve (12) days vacation leave accrued annually; rate increases up to a maximum of twenty (20) days at year ten (10)
- Twelve (12) days of sick leave accrued annually, seven (7) of which can be used as Personal Necessity days annually
- Nineteen (19) paid holidays annually
- Five percent (5%) Longevity award annually after ten (10) years of service with increases to fifteen percent (15%) at twenty (20) years
- Professional Growth educational incentive program

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs financial aid customer service at a front desk, via email or over the phone; answers escalated questions and explains financial aid processes, procedures, rules and guidelines; explains and assists students with understanding and completing financial aid applications and forms; explains deadlines and disbursement dates; refers students to other departments as necessary to obtain required documentation
- Performs administrative financial aid support functions requiring specialized knowledge of financial aid application and work processes; reviews financial aid documents and applications for completeness and consistency of information and forwards to Financial Aid Advisor; verifies student status and academic progress; prepares, verifies, processes and posts information and documents to various records.

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- Processes award verifications requests from students and outside agencies.
- Monitors financial aid department budget allocations and expenditures; maintains financial and statistical records and prepares reports; assists in developing program budgets, objectives and procedures within District guidelines.
- Runs queries and reports to track and notify students of financial aid eligibility; assists higher-level Financial Aid staff with data entry of student records and access to reports and data; assists with tracking of payments to students.
- Oversees the logistics of and participates in outreach and in-reach events, activities and workshops.
- Provides backup to student services front counter support staff.

OTHER DUTIES

- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Assists with the recruitment, hiring and training of student employees; monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards.
- Participates in financial aid department marketing including preparation of informational materials and publications; updates and maintains the department website and social media accounts.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Graduation from an associate degree program with coursework in finance or accounting, **AND** at least three (3) years of progressively responsible clerical support experience in student services or customer support **OR**
- An equivalent combination of training and experience

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Financial aid department goals, objectives, policies, procedures and practices.
- Customer service practices and telephone etiquette.
- Common issues and challenges facing a diverse population of community college students.
- District rules, policies and procedures applicable to departmental and division operations.
- Basic research methods and analysis techniques.
- Modern office practices, procedures and equipment including advanced knowledge of computers and applicable software programs and specialized financial aid databases and systems.
- Basic knowledge of federal, state and local financial aid programs and regulations.
- Applicable sections of the California Education Code, Title V and other applicable laws.
- The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student records.

Skills and Abilities to:

- Perform administrative support duties for financial aid programs and services.
- Provide customer service in person, over the phone and via email.
- Comprehend requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
- Calculate, track and report financial and statistical information utilizing complex spreadsheets and databases.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
- Maintain confidentiality of District and student files and records.
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

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LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license or ability to access and use alternative transportation.

Additional Information

Application Process:

1. Complete the application with a minimum of three (3) professional references and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach all unofficial transcripts for college coursework completed, if applicable, (copies, photos, and downloads are acceptable) **displaying any degrees conferred**. Foreign transcripts must be evaluated for U.S. equivalency at the applicant's expense -[click here](#) for more information.

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of

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the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/5081826/financial-aid-specialist>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Financial Aid
Cabrillo College

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